

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address MARTA Division of Maintenance 100 Peachtree St., N.W. Suite 1300 Atlanta, GA 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 10 1976 76-80 MAR 15 1976																										
4. Person to Contact Douglas M. Haire		5. Working Title Records Management Analyst		6. Telephone No. 586-5260																									
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. </div> <div> <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS. NO FURTHER ACCUMULATION ANTICIPATED. </div> </div>																													
8. Earliest & Latest Dates of Series 1950 - Present		9. Exact Series Title Stock Parts Issue Slips File																											
10. What is the function of the office in which this record series is created? <div style="border: 1px solid black; padding: 10px; min-height: 150px;"> [See Attached.] </div>																													
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to: the issuance of parts and materials for maintenance and up-keep of buses, buildings, and grounds. Included are: stock issue slips forms and recap tally sheets. File is arranged: chronologically by day, month, year.																													
ATTACH SAMPLES OF THE FILE																													
12. Equipment Occupied Letter-size File Drawers Legal-size File Drawers Record Center Boxes		No. of Drawers 	Cu. Ft. of Records 143	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="text-align: center;">Annual Rate of Accumulation</td> </tr> <tr> <td colspan="4" style="text-align: center;">7</td> </tr> <tr> <td colspan="4" style="text-align: center;">Floor Space Occupied (Square Feet)</td> </tr> <tr> <td colspan="4" style="text-align: center;">56</td> </tr> <tr> <td style="text-align: center;">This Year's</td> <td style="text-align: center;">Last Year's</td> <td style="text-align: center;">Preceding Year's</td> <td style="text-align: center;">All Prior Year's</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>		Annual Rate of Accumulation				7				Floor Space Occupied (Square Feet)				56				This Year's	Last Year's	Preceding Year's	All Prior Year's	-	-	-	-
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AVERAGE DAILY REFERENCES		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>				-	-	-	-																				
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QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ Other

- ☐ Hold in the current files area 1 month(s)/ year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s):
- ☒ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved Department Records Management Officer.	Date	Approved Legal Counsel	Date
<i>H L Taylor</i>	3-1-76	<i>Wayne Plowder</i>	3-3-76
Approved Division Head / Designee	Date	Approved Division of Audit	Date
<i>H L Taylor</i>	3-1-76	<i>William V Karasik</i>	3-9-76
Approved Department Head / Designee	Date	Approved MARTA Management Advisory Committee	Date
<i>H L Taylor</i>	3-1-76		
Approved Records Management Analyst	Date	Approved Department of Archives and History	Date
<i>Douglas M. Hani</i>	2-27-76	<i>Carroll Hart</i>	3-15-76

DIVISION OF MAINTENANCE

Functions and Responsibilities

The division is responsible for the maintenance of all garages, maintenance facilities, buses, automobiles, and trucks of the Authority. It maintains the parts inventory and issues parts to all garages. The maintenance of all divisional personnel, automobile, truck, and bus records is a responsibility of this division.

The division provides for security of the Virginia Avenue facility, the assignment of buses to routes, and inspectors for the quality control of new buses and new bus maintenance facilities, also provides for information to support warranty claims on new equipment.

Bus stops are installed and maintained, and passenger shelters and rights-of-way are cleaned and maintained by the division.

Also, develops and conducts a training program for maintenance personnel.

Approved by:

Alan F. Kiepper
General Manager

Date:

12-18-76

COPIES STORED

[illegible]

RECORDS STORED

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